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INTRODUCTION

ABOUT THIS MANUAL

This manual provides information and instructions pertaining to the Outcome and Assessment Information Set (OASIS) System for Home Health Agency (HHA) users who are required to submit OASIS data. This system enables you to connect electronically to the appropriate State agency, transmit OASIS records, and receive feedback via the system for that agency. This manual is intended to be used as a reference and learning tool for the OASIS System.

HOW THIS MANUAL IS ORGANIZED

This user's manual is organized into seven sections:

- Section 1, **Introduction,** provides general informa tion about this manual, its organization, and docu ment conventions.

- Section 2, **Overview,** introduces the OASIS System and describes system requirements (software and hardware) in addition to applicable software training that should be obtained prior to using the system.

- Section 3, **System Functions,** describes the three basic system functions, which include establishing communications connectivity, submitting OASIS data, and retrieving and interpreting the validation reports. This section also provides instructions and procedures for each of the functions.

⇒ *It is recommended that you use the tutorial as a guide when making your first OASIS data submission using the OASIS System.*

- Section 4, **Report,** describes the reports available to agencies.

- Section 5, **Acronym & Glossary,** is a list of acro nyms with correlating words and a glossary of terms used in the manual.

- Section 6, **Index,** is an index to facilitate the use of this manual.

- Appendix A, **HHA Online Reports,** provides information on instruction to access and view OBQM, OBQI, and HHA Provider Reports.

CONVENTIONS USED IN THIS MANUAL

This manual uses the following conventions:

Bold	Identifies words, characters, or commands that a user types on a window, key strokes, or button.
<u>Underline</u>	Identifies the "title" of a link to another window.
Italics	Identifies directory, path, file, field names, menu option, or book titles.
Select	▪ Move the mouse until the tip of the mouse pointer rests on what you want to choose on the window (such as in a field or on specified text). ▪ Press and release the left mouse button without moving the mouse to select an item or execute a desired activity (such as going to another window).
Double Click	Click the left mouse button twice in rapid succession to select a file or execute an activity.
Icons	Icons for specific software functions are used where applicable and available.

⇒ *Special notes or suggestions to the user are in the left hand column preceded by the pencil icon.*